

Los Angeles County
Department of Health Services
LAC+USC Medical Center



Health Services
LOS ANGELES COUNTY



LAC+USC
MEDICAL CENTER

**Health Information Management Director,
Medical Center**

RHIA or RHIT
Annual Salary Range: \$162,104.77– \$180,690.59
Plus Benefits



Be a part of a structural change that aligns Information Management with the **Delivery of Health Care**

About DHS

DHS is the second largest municipal health care system in the nation and serves the County's 11 million residents. DHS operates two Level 1 trauma centers & a specialized burn unit, and provides acute and rehabilitative patient care. Health Information Management (HIM) is comprised of the men and women working throughout our health system at all hospitals with the purpose of coding, maintaining, and safeguarding medical records for our patients; supporting our clinicians; and modernizing health information processes. Health Information Management professionals are stepping up to take information resource management roles in an electronic healthcare environment. Get involved with building the capacity of information management and sharing. Be a part of a structural change that aligns HIM with the delivery of care to improve quality, control costs, and enhance the efficiency of the system. Contribute to what matters: high quality, patient centered, cost-effective health care.

About LAC+USC Medical Center

LAC+USC Medical Center is a world-class, Level-One trauma center and hub in the County-run healthcare system serving 11 million residents and is one of the largest public hospitals in the country. A state-of-the-art, 600+ bed replacement hospital opened on the site in 2008 and features a clinic tower, diagnostic and treatment tower, and inpatient tower. The iconic former hospital is a registered historic landmark and houses a Wellness Center for community residents with outdoor fitness, recreation, and entertainment amenities. LAC+USC operates special units that serve patients from throughout Southern California, including a Burn Center, a Level III Neonatal Intensive Care Unit, and a Level-One Trauma Center for the most severe injuries. LAC+USC is home to the Rand Schrader HIV/AIDS Clinic, the Violence Intervention Program offering medical, mental health, protective, and social services to over 20,000 victims of family violence and sexual assault each year, and a renowned medical clinic for children at risk for or already in foster care.



Now Recruiting for Health Information Management Director, Medical Center at LAC+USC

Services Provided for the Benefit of our Patients

- Inpatient and Outpatient Coding: Using ICD-10, CPT-4, ICD-O & HCPCS coding classifications to translate clinical documentation into the appropriate codes for the purpose of state & statistical reporting and billing
- Release of Information: Evaluating, processing, and tracking requests for protected health information from patients, government agencies, other medical institutions, and/or legal entities
- Management of a database of unique identifiers assigned to each individual patient to ensure that a patient's medical records are consistent, accurate, current, and complete across clinical and administrative units
- Safeguarding and Storage of Protected Health Information: Indexing, scanning, storing, and safekeeping protected health information in accordance with County, state and federal laws
- Public Information: HIM staff also fills the important role of welcoming and guiding patients, families, and visitors to our health system in a patient-centered, customer-friendly manner

The Ideal Candidate

In addition to the required certification and work experience, the ideal candidate for this position will also:

- Possess excellent communication skills to be able to address a wide group of stakeholders including patients, elected officials, regulatory compliance agencies, executive management, organized labor leaders and line staff
- Have a proven track record of working with employee labor unions and employee associations to resolve complex public personnel management issues
- Demonstrate core competencies in the fields of medical record coding, release of information, privacy laws, and organizational management
- Have experience in the education, on-the-job training, and mentoring of personnel in fields ranging from clerical to advanced medical record coding and management
- Ability to prepare written and visual reports for presentations to hospital administrative and clinical leadership and other key stakeholders, as well as to governing bodies
- Demonstrate the knowledge to organize the management of various units within the HIM Division of the hospital to ensure good customer service to patients
- Exhibit strong leadership skills to handle day-to-day operations while simultaneously and continuously developing strategic plans and best practices to adapt to changes in the laws governing health information management

Qualifications

SELECTION REQUIREMENTS:

Certification as a Registered Health Information Administrator* (RHIA) by the American Health Information Management Association (AHIMA) - AND- Four (4) years of experience managing multiple sections in a comprehensive acute hospital-based health information management division at the level of Assistant Hospital Administrator III** or higher. Certification as a Registered Health Information Technician* (RHIT) and one additional year of the required experience may be accepted as substitute for the RHIA certification.

PHYSICAL CLASS II: LIGHT

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Salary & Compensation

Effective 01/01/2017: \$13,508.73 – \$15,057.55 Monthly

Effective 10/01/2017: \$13,778.55 – \$15,357.91 Monthly

*20% manpower shortage bonus is included in the salaries

For benefits information, please visit: <http://hr.lacounty.gov/benefits/>

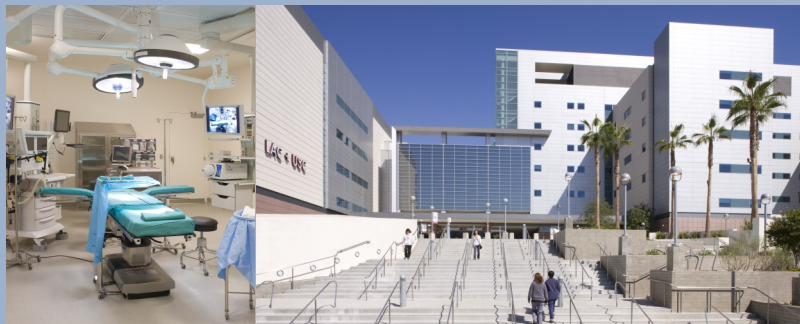
SPECIAL REQUIREMENT INFORMATION:

Certificate/License Information:

*Please ensure the Certification/License Section of the application is completed. Provide the title of the certificate, the number, date issued, date of expiration and the name of the issuing agency as specified in the Selection Requirements. Please attach a photocopy of the certificate to your application **at the time of filing or within fifteen (15) calendar days of filing online or your application will be rejected.**

The required Certificate MUST be current and unrestricted.

**Experience at the level of Assistant Hospital Administrator III is defined as: assists in the administration of a 200+ bed hospital by managing and coordinating the supporting services for the patient care programs.



To Apply or For More Information

To apply, please visit:

<https://www.governmentjobs.com/jobs/1651037-0/health-information-management-director-medical-center>

For information on class specifications:

<https://www.governmentjobs.com/careers/lacounty/classspecs/1066027>

We are currently recruiting for three H.I.M. director positions at three hospitals within the DHS system. **Interested candidates are encouraged to submit applications for all three positions.** A total of **two** applications will be needed to apply for the three recruitments. To apply for LAC+USC, please visit the link within this brochure. For application to Harbor-UCLA and Rancho Los Amigos, [please click here](#).

For more information, please contact:

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To learn more about LAC+USC and DHS, please visit:
LAC+USC:

<http://dhs.lacounty.gov/wps/portal/dhs/lacusc/>

DHS Annual Report 2015-2016:

[http://file.lacounty.gov/SDSInter/](http://file.lacounty.gov/SDSInter/dhs/1005181_DHSAnnualreport.revised10-19PM.FINAL_small.pdf)

[dhs/1005181_DHSAnnualreport.revised10-19PM.FINAL_small.pdf](http://file.lacounty.gov/SDSInter/dhs/1005181_DHSAnnualreport.revised10-19PM.FINAL_small.pdf)